



## City of Santa Fe, New Mexico

### Addendum No. 2 – May 18, 2016

#### Request for Proposal for Software and Implementation Services for a Community Development System

Date of Advertisement: May 5, 2016

**Due Date and Time: June 9, 2016, 4:00 PM Mountain Time**

City of Santa Fe Purchasing Office  
Attn: Robert Rodarte  
Building "H"  
2651 Siringo Road  
Santa Fe, New Mexico, 87505

A Pre-Proposal Vendor Conference was held on May 17, 2016 at 3:00 PM Mountain Time. The Pre-Proposal Vendor Conference was hosted via teleconference. The Pre-Proposal Conference was facilitated by the City and the City's consulting partner, BerryDunn.

The format of the Pre-Proposal Vendor Conference covered the following topics:

- a. RFP Schedule of Events (Section 1.6)
- b. RFP Questions & Inquiries - Point of Contacts (Section 1.11; Table 02)
- c. General Instructions for Submittal Response (Section 4.0)
- d. Functional and Technical Requirements Response (Section 4.10)

Participation in the Pre-Proposal Vendor Conference was not mandatory.

The following clarifications, amendments, additions, revisions, changes and modifications change the original Request for Proposals only in the amount and to the extent hereinafter specified in this Addendum.

Each Proposer shall acknowledge receipt of this Addendum in its proposal response.

1. Question: Can the due date be extended by two weeks?

**City Response:** The City will, through this Addendum, extend the Proposal Submittal due date by one week. Proposals are now due on June 9, 2016 by 4:00 PM Mountain Time. The RFP Schedule of Events (Table 01) will remain unchanged for Vendor Demonstrations and Recommendations of Award to the Finance Committee and City Council.

2. Question: Can the City clarify the time proposals are due?



**City Response:** Please see the response to Question 1.

3. Question: Some of the requirements previously included in the ERP RFP have been removed, what is the status of the ERP RFP?

**City Response:** The scope of the ERP RFP has changed with the Community Development Functional Areas removed from the scope. The ERP RFP proposal responses are currently under review.

4. Question: Can the City provide a short-list of the ERP vendors to aid in the response to the requested interface to the City's future financial system?

**City Response:** The City is not going to share the short-list vendors at this time. Proposing vendors are asked to include a description of interface options in the Interfaces worksheet within Attachment B. Vendors are also asked to explain their experience integrating with financial systems in response to Narrative Question 14 in Section 4.19 of the RFP. As part of this response, vendors are asked to include a listing of financial systems they have previously integrated with.

5. Question: Has this project been funded?

**City Response:** The City has included a budget figure for this project in the Capital Improvement budget. The Capital Improvement budget is currently being reviewed by the appropriate committees. The City has made this community development system selection project a priority.

6. Question: Does the City currently use an Electronic Document Management System (DMS)? If so, what is the name and version?

**City Response:** The City does not currently have an electronic document management system. Document management functionality has been requested within the Functional and Technical Requirements (Attachment B, GT.38 – GT.59).

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Proposers are instructed to return a copy of this addenda form signed by an authorized firm agent as part of proposal responses.

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SIGNATURE

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COMPANY

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DATE